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# Sparkling Joy in the UNF Rare Books Collection

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# SPARKING JOY *in the* UNIVERSITY of NORTH FLORIDA 'RARE' BOOKS COLLECTION



SUSAN SWIATOSZ, HEAD OF SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES | THOMAS G. CARPENTER LIBRARY  
UNIVERSITY OF NORTH FLORIDA | JACKSONVILLE, FLORIDA



**“Choose what to keep, not what to get rid of”**  
-Marie Kondo, *The Life-changing Magic of Tidying Up*

## THE PROBLEM

*Too Much Stuff!*

## TIDYING UP

- Created an advisory group within the Collection Development Committee.
- Inventoried all non-circulating books.
- Grouped the types of books together: faculty publications, local author non-fiction, local author fiction, Jacksonville history, poetry.
- Assessed books by type and made disposition recommendations to the Collection Development Committee.
- Transferred books to the general collection or deaccessioned books marked for removal from Special Collections.
- Labeled, bar coded, and re-shelved items remaining in Special Collections. The new labeling showed which books in the non-circulating collection had been reviewed.

## THE SOLUTIONS

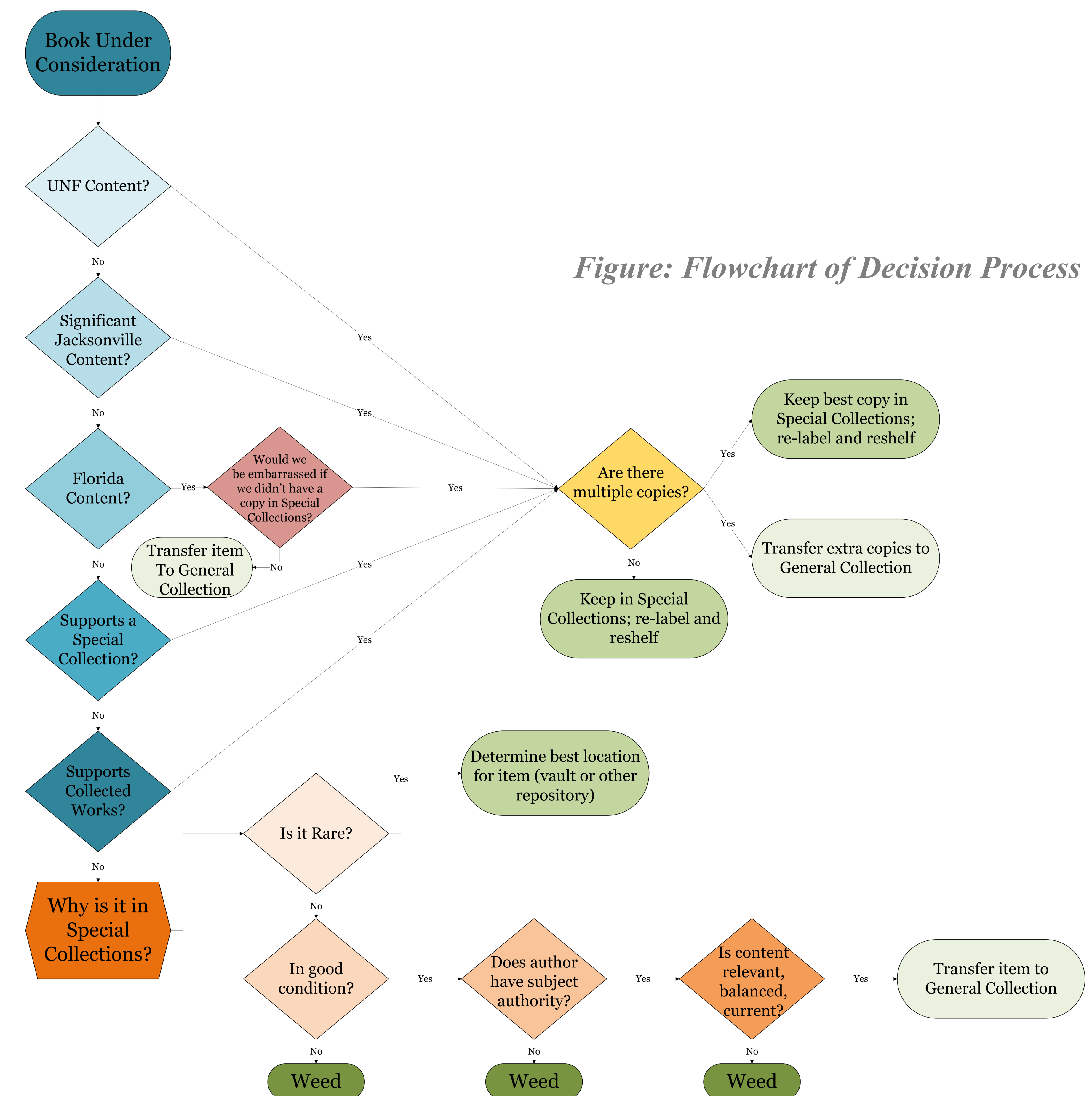
### First: Created Collection Criteria

- Focus on Northeast Florida/Southeast Georgia region (St. Johns River Basin, as far west as Ocala/Gainesville; First Coast, as far south as St. Augustine, as far north as Jekyll Island in coastal Georgia), with significant Jacksonville content.
- Collect local authors with Jacksonville content and context (i.e., not someone who retired to Florida and is mostly writing about somewhere else).
- Book supports a Special Collection at UNF (examples: Civil Rights, Black History, ERA), or collected works (Northeast Florida Literary Heritage Collection).
- The author has subject authority, and the work is current, accurate, balanced and would be relevant to our researchers.

### Second: Went With the Flow

Developed a flowchart to help with sorting the collection. Each type of book assessed added new processes to the flow chart to document decisions (see Figure).

Figure: Flowchart of Decision Process



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